

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Services Committee held at the Guildhall on Thursday 24th August 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, M Griffiths, S Lennox-Boyd, L Mortimore, J Peggs (Chairman), B Stoyel and D Yates.

ALSO PRESENT: Three Members of the Public, S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: J Brady, J Foster, S Gillies, S Martin, S Miller, B Samuels and P Samuels (Vice-Chairman).

46/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman informed those present of the actions required in the event of a fire or emergency.

47/23/24 TO APPOINT A VICE CHAIRMAN.

In the absence of the Vice Chairman, it was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED** to appoint Councillor Bickford as Vice Chairman for this meeting only.

48/23/24 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

49/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

50/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 8TH JUNE 2023 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** that the minutes of the Services Committee held on 8th June 2023 were confirmed as a true and correct record.

51/23/24 **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Yates, seconded by Councillor Griffiths and **RESOLVED**;

1. To note the budget statement;
2. To vire £100 from budget code 6403 Guildhall Electricity to 6400 Guildhall Rates to cover the increased Cornwall Council business rates;

It was proposed by Councillor Yates, seconded by Councillor Griffiths and resolved to **RECOMMEND** to the Station Sub Committee to review budget code 6810 General Repairs & Maintenance - Isambard House due to limited funds remaining for the year 2023/2024.

52/23/24

TO RECEIVE AND CONSIDER THE FOLLOWING COMMITTEES RECOMMENDATIONS:

a. Joint Burial Board held on 27th June 2023;

5/23/24 TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Assistant Town Clerk (ATC) explained the reason for the need to better present the budget statement to offer further clarity of the expenditure to date and the ability to track expenditure throughout the year highlighting any areas that may be close to an overspend. This also identifies areas that may require further consideration by Members when setting the budget for the following Precept year.

The ATC provided a brief overview of the colour coding system contained within the circulated reports pack:

- Green shows funds are on target as predicted at this point of the financial year;
- Yellow shows where the budget has been utilised more than expected at this point of the financial year;
- Red shows an overspend on the budget for what was expected to be utilised at this point of the financial year.

Town Council Members agreed to consider and approve the virements en bloc:

It was proposed by Councillor Bickford, seconded by Councillor Peggs and resolved to **RECOMMEND** the following virements to the next Services Committee meeting:

1. £16,422.22 from budget code 6624 ST BB Cemetery Staff Gross Pay (St Stephens) to 6618 ST SE Services Delivery Gross Pay;
2. £1,387.21 from budget code 6625 ST BB Cemetery – Employers NI to 6619 ST SE Services Delivery Employers NI;
3. £3,201.96 from budget code 6626 ST BB Cemetery Staff – Employers Pension (St. Stephens) to 6620 ST SE Services Delivery Employers Pension;
4. £138.00 from budget code 6667 ST BB Cemetery Staff – Clothing (St. Stephens) to 6673 ST SE Services Delivery – Clothing;
5. £473.00 from budget code 6668 ST BB Cemetery Staff – Mobiles (St. Stephens) to 6674 ST SE Services Delivery – Mobiles;

6. £80.00 from budget code 6669 ST BB Staff Travelling Expenses (St.Stephens) to 6675 ST SE Services Delivery Staff Travelling Expenses;
7. £530.00 from budget code 6670 ST BB Staff Training (St. Stephens) to 6676 ST SE Services Delivery Staff Training;
8. £8,830.00 from budget code 6693 ST BB EMF Staff Contingency (St. Stephens) to 6700 ST SE Services Delivery Staff Contingency.

It was proposed by Councillor Bickford, seconded by Councillor Mortimore and **RESOLVED** to approve the above recommendations en-bloc.

- b. Personnel held on 29th June 2023;

Members agreed to receive and consider the following recommendations en-bloc.

RECOMMENDATION 1:

27/23/24 TO RECEIVE THE TRAINING BUDGET, REPORT BACK ON TRAINING ATTENDED AND CONSIDER TRAINING REQUESTS AND ANY ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the training budget and staff training to date.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting to approve for a Service Delivery General Assistant to undertake the Powered Pole Pruner training at a cost of £240 allocated to budget code 6676 Service Delivery Staff Training.

RECOMMENDATION 2:

28/23/24 TO RATIFY SERVICE DELIVERY TRAINING EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting to ratify the below Service Delivery training of £695 allocated to budget code 6676 Service Delivery Staff Training:

1. Brushcutter/Trimmer LANTRA Certificate and card - £220.00
2. Hand Held Hedge Trimmers LANTRA Certificate and card - £220.00
3. Pedestrian and Ride-On Mower LANTRA Certificate and Card - £255.00.

RECOMMENDATION 3:

30/23/24 TO REVIEW EMPLOYMENT LAW TRAINING FOR LINE MANAGERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Line Managers to attend Employment Law training delivered by HR Support Consultancy at a total cost of £450. The Town Clerk to arrange a suitable training date subject to the appointment of a Service Delivery Manager.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting approval for Employment Law training cost of £90 allocated to budget code Service Delivery Staff Training;

It was proposed by Councillor Stoyel, seconded by Councillor Dent and **RESOLVED** to approve the above recommendations.

c. Policy and Finance held on 11th July 2023;

RECOMMENDATION 1:

39/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the Town Clerk update on budget reports.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to the Burial Authority Committee, Services Committee and Library Sub Committee to consider the virement of funds to bring budgets back within the set expenditure at their next available meeting.

It was **RESOLVED** to note the recommendation for the Services Guildhall budget was actioned under Agenda Item 6 minute number 51/23/24.

53/23/24 **TO RECEIVE AND CONSIDER A RECOMMENDATION FROM THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 1ST AUGUST 2023.**

32/23/24 TO RECEIVE THE GUILDHALL TENDER REPORT FROM BARRON SURVEYING AND REVISIT THE SCOPE OF WORKS DRAFT PRIORITY LIST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman announced that Agenda Item 8 is to be received at the same time as Agenda Item 7.

The Chairman informed Members that four tenders were received and analysed by Barron Surveying for Members consideration.

The Chairman referred to the Scope of Works Draft Priority List and confirmed the associated cost is within the available budget.

Members agreed all works detailed in the Draft Priority List were to be undertaken with further discussions to be held regarding the window draft stripping.

Members asked the Town Clerk together with Barron Surveying to identify the windows that require draft stripping to be sure the budget is spent wisely.

The Town Clerk asked Members to consider the appointment of Barron Surveying to project manage the Guildhall works.

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND** to the next Services Committee meeting:

1. To appoint D R Jones to undertake the external repairs and redecoration works to the Guildhall Building at a maximum cost of £78,519+VAT to be allocated to budget code EMF 6470 Guildhall Maintenance;
2. To appoint Barron Surveying to arrange a site meeting with DR Jones to go through the works and tender return;
3. To delegate authority to the Town Clerk working with Barron Surveying to identify the windows that require draft stripping;
4. To appoint Barron Surveying to project manage including full contract administration with frequent site inspections and reports, progress meetings and programme review, dealing with day to day queries, variations, valuation and final account at a percentage fee of 12% of the project value allocated to budget code 6418 GH Professional Fees

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendation.

54/23/24

TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Departmental Report;

The Town Clerk reported on the Departmental Report received and contained within the circulated reports pack.

The Town Clerk informed Members of the text highlighted in blue, contained and detailed within the report, in which Members were requested to consider resolutions.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to;

1. Delegate to the Town Clerk to repair the North Road bus shelter roof working within budget code 6512 Bus Shelter Maintenance;
2. Ratify the cost of £235 to replace the Guildhall window allocated to budget code 6410 General Maintenance;
3. Ratify the change in operational hours to the fully accessible public toilet at Belle Vue in line with other Town Council public toilet operational hours;
4. Ratify to discontinue the LMP footpath work for the year 2023-24 and delegate to the Service Delivery Manager to ascertain if there is sufficient resource within the department to undertake the work the year 2024-25, and the Finance Officer to carry out a cost exercise for budget setting purposes, both reporting back at the next Services Committee meeting;
5. Appoint company A to undertake hedge works at Churchtown Cemetery and Allotment site at a cost of £1,024.50 allocated to budget code 6506 Grounds Maintenance and Watering;
6. Budget sufficient funds for replacement fencing at Churchtown Cemetery in the year 2024-25;
7. Delegate authority to the Town Clerk to appoint a contractor to carry out the works within budget this year, and future budgeting for the works to be undertaken every two years;
8. Plant evergreen plants for the Autumn/Winter period, and the Spring/Summer planting to be around the evergreen areas to bring colour to the beddings and containers;
9. Remove the Fore Street hanging baskets at the end of August;

10. Delegate to the Town Clerk to undertake a vehicle exercise reporting back at the next Services Committee meeting.

b. Grounds Maintenance Works;

The Chairman reported on the Grounds Maintenance report received within the circulated reports pack.

The Town Clerk expressed to Members the importance of the Town Council's many responsibilities and the volume of work that accompanies those responsibilities.

Members were asked to be mindful when considering future devolution, the impact on resources and the Precept.

It was **RESOLVED** to note.

c. Work Request Log;

Members were advised that the work request log is additional requests received from Members, Officers, and the public via the below link or emailed directly to services@saltash.gov.uk

https://www.saltash.gov.uk/service_delivery_enquiries.php

It was **RESOLVED** to note.

d. Vandalism and Anti-Social Behaviour Report;

Members agreed the report should be shared with external organisation Safer Saltash to strengthen communications and awareness of the minor crimes being experienced within the Saltash community.

It was **RESOLVED** to note.

e. Statutory and Mandatory Building and Asset Checks;

It was **RESOLVED** to note.

55/23/24

TO RECEIVE PONTOON QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the repairs and maintenance works identified at the Pontoon.

Councillor Bickford provided an overview on the pontoon inclusive of information as to when it was installed, a Tenancy at Will in place, and its current condition.

Members considered the current Tenancy at Will with Cornwall Council and the Town Council's commitment to repair and maintain the site. Members agreed that the Pontoon was a valuable asset they wished to retain in future years.

It was proposed by Councillor Bickford, seconded by Councillor Mortimore and **RESOLVED** to appoint Company B to replace with standard decking and 2x2 timber and screws (price includes materials and labour) at a cost of £5,800+vat allocated to budget code 6584 EMF Pontoon Maintenance Costs, subject to the Town Clerk confirming the decking and timber are pressure treated.

56/23/24

TO RECEIVE A REPORT ON THE USE OF MOBILE DEVICE MANAGEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED**:

1. To purchase a Mobile Device Management (MDM) Subscription for 8 Town Council Mobile Devices at a cost of £440 for a three year subscription;
2. To appoint the IT Consultant to set up the MDM system on behalf of the Town Council at a cost of £400;
3. To allocate the cost to budget code 6674 Service Delivery Staffing Cost.

57/23/24 **TO RECEIVE A REPORT ON LATCHBROOK FORMER PLAY AREAS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman discussed a recent site visit undertaken in which it was clear the areas being proposed for devolution were in need of a considerable amount of work.

It was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED** to thank Cornwall Council for providing the Town Council the opportunity to consider all six areas during their release process, however, due to the work required to bring the sites back to an acceptable condition Saltash Town Council reject the offer on this occasion and ask Cornwall Council to consider retaining the areas as public open spaces in line with the Saltash Neighbourhood Plan, should Cornwall Council wish to sell the land on the open market a covenant be included to exclude properties being built on the land that should remain as public open spaces.

58/23/24 **TO RECEIVE AN UPDATE ON THE TOWN COUNCIL CIL APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE**

Members of the CIL Play Area Working Group spoke of recent progress with the Town Council's funding application.

The Working Group met with the Pillmere Community Association and continue to work in partnership to drive the project forward.

The closing date for a final submission is late October. However, Members were advised a formal application can be submitted prior to the final submission date with advice available to be received to strengthen the funding bid if required.

It was proposed by Councillor Dent, seconded by Councillor Moritmore and **RESOLVED** to provide delegated authority to the Town Clerk to submit a formal application on behalf of the Town Council with a further update to be received at the next Services Committee meeting.

59/23/24

TO RECEIVE A REPORT ON THE TOWN LOUDSPEAKERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the report received and contained within the circulated reports pack.

Members discussed in length the associated costs in relation to PPL and PRS Licences supporting external community events and for Saturday Meet Your Councillor sessions together with the loudspeakers.

It was proposed by Councillor Stoyel, seconded by Councillor Lennox-Boyd and **RESOLVED:**

1. To discontinue the background music licence for Meet Your Councillors with immediate effect;
2. To discontinue the Town Council music licence for external events with immediate effect;
3. To investigate if the Town Council are entitled to a refund for the music licence period of the 29.11.22 to 28.11.23;
4. To update the Town Council booking form to state it is the responsibility of the person / organisation applying to use the loudspeakers to obtain a PPL/PRS licence;
5. To appoint the contractor to service the loudspeakers at a cost of £180.00 +vat allocated to budget code 6504 Street Furniture (Maintenance) reporting back at a future Services Committee meeting.

60/23/24 **TO RECEIVE A BENCH REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED**;

1. To purchase a composite bench to be installed at St Stephens Road, subject to permissions being sought from Cornwall Council, at a cost of approximately £462.50;
2. To apply for a licence to work within the highway at an approximate cost of £100;
3. To install a plaque stating the bench has been installed by Saltash Town Council and funded in partnership with Cornwall Council;
4. To part fund the bench allocated to budget code 6504 Street Furniture (Maintenance) and Cornwall Councillors to contribute by way of their Community Chest Funding subject to the Community Link Officers' approval.

61/23/24 **TO RECEIVE A REPORT ON THE USE OF PUBLIC ROYAL NAMES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman spoke of suggested locations that could be used to mark the passing of Her Majesty Queen Elizabeth II and commemorate her extraordinary reign through the use of her name and title.

The Chairman reminded Members that historically Victoria Gardens was a rose garden and asked for Members comments regarding planting Queen Elizabeth Roses (pink) with the specified area to be named Queen Elizabeth II Memorial Rose Garden.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk to submit a request to mark the passing of Her Majesty Queen Elizabeth II at Victoria Gardens subject to Cornwall Council permissions.

62/23/24 **TO RECEIVE A REPORT FROM THE GREAT WAR COMMEMORATIVE EVENTS COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that Saltash Town Council adopt, insure and maintain the History Board and Plaque located at Wearde Quay Road, Key Bridge adjacent to the former Defiance Halt.

63/23/24 **TO RECEIVE A REPORT ON ALLOTMENT SOFTWARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of the current allotment process which is time consuming and potentially leaves room for errors. The software will assist when undertaking audits of Town Council allotment sites.

Further to this, there are insufficient funds to support the purchase of software for the year 2023-24.

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED**;

1. To appoint Company C at an annual cost of £669 plus any increase for the year 2024-25;
2. To create a new budget code titled 'Subscriptions' allocating £700 for the year 2024-25 to support the allotment software.

64/23/24 **TO RECEIVE A REPORT ON THE ALLOTMENT CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman spoke of recent complaints and issues arising at Town Council allotment sites and that it has been identified the current allotment contracts are in need of review.

It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd and **RESOLVED** to adopt the NALC template Allotment Agreement for all new allotment contracts with an addendum to be issued to existing contracts to improve management.

65/23/24 **TO RECEIVE A DRAFT ALLOTMENT POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Bickford and resolved to **RECOMMEND** to the next Policy and Finance Committee the Draft Allotment Policy as attached.

66/23/24

TO RECEIVE A REPORT ON THE WINDOW WANDERLAND 2023 AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to approve:

1. The Town Council to register participation in the free Window Wanderland event with decorated windows at the Library and Guildhall;
2. Window designs to be lit by automatic timers between 16:30 and 22:00 daily in line with the light switch on;
3. Approve the Administration Department to create a window display for the third window in the Guildhall Long Room;
4. Procurement of a lighting timer and materials at a cost of £44.98 allocated to budget codes 6301 Stationary.

67/23/24

TO RECEIVE A REPORT ON THE HIGH STREET CATENARY WIRES AND TOWN COUNCIL CHRISTMAS LIGHTS 2023 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Administration Officer reported on the High Street Catenary Wires and Christmas Lights 2023 contained within the reports pack.

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED**;

1. To appoint Company C to complete a visual inspection on the catenary wires as soon as practicable at a cost of £1,430.00+vat;
2. To appoint Company A to carry out works for the festive lighting for the year 2023-2024 at a cost of £6,135+vat;
3. To allocate the associated cost to budget code 6572 EMF Festive Lights;
4. To delegate to the Town Clerk to oversee and action any works to the catenary wires and festive lighting inclusive of the removal and disposal of bunting;
5. To note the current lack of Method of Inspection nor Quality Level of Inspection Certificates for installed Catenary wires over previous years.
6. To adopt the Festive Light Schedule for 2023 subject to Agenda Item 24 – minute nr. 69/23/24.

68/23/24 **TO RECEIVE A REPORT ON TOWN COUNCIL CHRISTMAS TREES 2023 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Mortimore and **RESOLVED**;

1. To appoint Company A to supply and deliver 20ft Nordmann Fir Christmas Trees at a total cost of £500;
2. To appoint Company A to provide a crane to install the trees at both the Waterside and Victoria Gardens at a cost of £250;
3. To apply to Cornwall Council for a Highways Limit Licence at a cost of £97;
4. To procure 9 x 5M Warm White Fairy Lights and 1 Transformer at a cost of £110;
5. To note staff time and costs allocated for erecting, decorating and dismantling the Christmas Trees;
6. To allocate the associated cost to budget code 6572 EMF Festive Lights.

69/23/24 **TO RECEIVE A REPORT ON THE CHRISTMAS LIGHT SWITCH ON EVENT 2023 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bickford reported on the past Town Council Christmas Light Switch on Events coinciding with the annual Christmas Festival Event held on the first Saturday of December.

The organisers of the Saltash Christmas Festival have agreed to work in partnership with the Town Council to switch the Christmas Lights on taking place on Saturday 2nd December 2023.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to refer the Town Council Light Switch on Event to the Saltash Christmas Festival to be held on Saturday 2nd December 2023.

70/23/24

TO RECEIVE A REPORT ON TOWN COUNCIL CHRISTMAS LIGHTS 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Administration Officer reported on the proposals received with indicative associated costs sought for the various options Members may wish to consider for the year 2024-25.

The Administration Officer requested guidance from Members on how they wish to proceed for future years festive decorations for the town with budget requirements to be considered prior to budget setting for the year 2024-25.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Bullock and **RESOLVED** to go out to tender for the Christmas Festive Decorations for the year 2024-25 and budget accordingly for future years.

Members thanked the Town Clerk for her dedication in temporarily fulfilling the Service Delivery Manager role, alongside her Town Clerk and RFO duties.

DATE OF NEXT MEETING

Thursday 12 October 2023 at 6.30 pm

Rising at: 8.41 pm

Signed: _____
Chairman

Dated: _____